



JOB SAFETY ANALYSIS

Introduction

Baton Rouge Community College is committed to implementing proactive strategies to reduce injuries/illnesses by implementing a procedure to review job methods and hazards that relate to the work environment.

Purpose

To review work methods and potential hazards to prevent workplace injuries/ illnesses and maximize health and safety for constituents of the College. This policy is applicable to all members of the campus community (employees, students, visitors, etc.).

POLICY IMPLEMENTATION PROCEDURES

As a responsibility of the immediate supervisor/designee, the job safety analysis is a procedure to be used in reviewing work methods and identifying hazards that may result in incidents/accidents. There may have been unforeseen hazards during the design of the building, workstation, equipment, tools, or processes. Hazards may have developed after the work procedure was designed, or they may be the result of a change in the work procedure or personnel. All applicable JSAs must be reviewed in post-incident/accident situations.

According to the OSHA and Office of Risk Management (ORM), employees, students, and others who perform duties which could cause injury and/or illness must have those activities analysed by a JSA. The job safety analysis (JSA) shall be performed on all tasks or processes that have a higher than normal rate of producing bodily injury or property damage. The following safety guidelines shall be adhered to, to maximize worker health and safety.

I. Authority and Responsibility

The following departments and personnel are responsible for administering and coordinating the policy.

A. Department Heads, Deans, Directors, and Managers

1. Perform at least one JSA a month for any job within their department;
2. Annually review the JSA procedures, personal protective equipment, equipment, etc. for correctness and best practices;
3. Communicate with the Environmental Health and Safety Department if a JSA is found to be incorrect and/or if it is found to be obsolete;
4. Provide the Environmental Health and Safety Department with an updated version of JSAs found to need updating/correcting;
5. Document the JSA review on the JSA form;

6. Provide the Environmental Health and Safety Department with a copy of all completed JSA's performed by members of the department during the fiscal year by July 30th;
7. Training employees on the proper procedure for performing duties and jobs covered in JSA'S
8. Developing JSA's as needed.

A. Environmental Health & Safety

1. Assist Department Heads, Directors, Deans, Managers, Supervisors, and Instructor with developing JSA's;
2. Review updated JSA's for accuracy and provide feedback to ensure all hazards are addressed in the JSA;
3. Compile for review by the ORM Loss Prevention (Sedgwick) Auditors all JSA's completed;
4. Providing training for employees on the use and function of JSA's; and
5. Maintain all records for a three-year period as required by the ORM Loss Prevention Manual.

B. Employees

1. Following JSA job steps;
2. Wearing PPE upon the direction of their immediate supervisor;
3. Participating in mandatory training;
4. Notifying their supervisor when a JSA does not follow job steps, due to equipment changes, building changes, the need for additional/new/less personal protective equipment, etc.

II. Considerations: Job Safety Analysis (JSA) may be used for, but not limited to, the following purposes:

- A. Creating an interest in safety among supervisors by furnishing them information pertaining to accidents occurring in their areas of activity;
- B. Determining, by analysis, principal accident causes and sources, so prevention efforts may be concentrated where the largest reductions may be achieved;
- C. Alerting supervisors to the most frequent unsafe practices and conditions so they may use their time and effort to the greatest advantage;
- D. Evaluating the total safety program by comparison with past performance and with other units.

III. When to Perform a Job Safety Analysis

Each Department Head, Dean, Director, Manager, Supervisor, and/or Instructor performs at least one JSA per month and every supervisor performs three JSA's for every serious accident or a change in a job procedure or equipment.

A. Step 1: Select the Job. In selecting jobs to be analyzed and in establishing the order of analysis, the following factors should be considered. They are listed in order of importance.

1. **Production of Injuries.** Every job that has produced a medical treatment or disabling injury during the past three years shall be analyzed.

2. **Frequency of Accidents.** Jobs that repeatedly produce accidents are candidates for a job safety analysis. The greater the number of accidents associated with the job, the greater its priority for a job safety analysis. Subsequent injuries indicate that preventive action taken prior to their occurrence was not successful.
3. **Potential Severity.** Some jobs may not have a history of accidents but may have the potential for severe injury or property damage. The greater the potential severity, the greater its priority for a job safety analysis.
4. **New /Change in Jobs.** New operations created by changes in equipment or processes obviously have no history of accidents, but their accident potential should be fully appreciated. A job safety analysis should be made on every new job created. Analysis should not be delayed until an accident or near miss occurs.

B. Step 2: Perform the Analysis. The supervisor responsible for the task shall perform the job safety analysis using the Job Safety Analysis Worksheet. The supervisor shall conduct the job safety analysis with the help of employees who regularly perform the task. The job being analyzed shall be broken down into a sequence of steps describing the process in detail. Avoid two common errors: 1) Making the breakdown too detailed so an unnecessarily large number of steps results, or 2) making the job breakdown so general the basic steps are not distinguishable. As a result, the job safety analysis shall contain less than 12 steps. If more steps are needed, the job shall be broken into separate tasks.

Job Safety Analysis Involves the Following:

- Selecting a qualified person to perform the analysis.
- Briefing the employee demonstrating the task on the purpose of the analysis.
- Observing the performance of the job, and breaking it into basic steps.
- Recording and describing each step in the breakdown.
- Select an experienced, capable and cooperative person who is willing to share ideas. This person shall be familiar with the purpose and method of a job safety analysis. Sometimes it is difficult for someone who is intimately familiar with a job to describe it in detail; therefore, reviewing a completed job safety analysis shall help illustrate the terminology and procedure to be followed.
- Review the breakdown and analysis with the person who performed the job to ensure agreement of the sequence and description of the steps.
- Variation of routine procedure shall also be analyzed.
- The wording for each step shall begin with an action word such as “remove,” “open,” or “lift”.

C. Step 3: Identify Hazards. Hazards associated with each step are identified. To ensure a thorough analysis, answer the following questions about each step of the operation.

- Is there a danger of striking against, being struck by or otherwise injurious contact with an object?
- Can the employee be caught in, by, or between the objects?
- Is there a potential for a slip or trip? Can someone fall on the same level or to another?
- Can an employee strain himself or herself by pushing, lifting, bending, or twisting?
- Is the environment hazardous to one's health (toxic gas, vapor, mist, fumes, dust, heat, or radiation)?
- The Job Safety Analysis Worksheet shall be used as a reference when completing the Job Safety Analysis. Refer to the notes taken on the worksheet when determining hazards and recommendations. Using the Job Safety Analysis, document hazards associated with each step. Check with the employee who performed the job and others experienced in performing the job for additional ideas. A reliable list shall be developed through observation and discussion.

D. Step 4: Develop Solutions. The final step in the job safety analysis is to develop a safe, efficient, and effective job procedure to prevent accidents. The principal solutions for minimizing hazards identified in the analysis are as follows:

- Find a new way to do the job. To find an entirely new way to perform a task, determine the goal of the operation and analyze the various ways of reaching this goal. Select the safest method. Consider work saving tools and equipment.
- Change the physical conditions that create the hazard. If a new way to perform the job cannot be developed, change the physical conditions (such as tools, materials, equipment, layout, location) to eliminate or control the hazard.
- Change the work procedure to eliminate the hazard. Investigate changes in the job procedures that would enable employees to perform the task without being exposed to the hazard.
- Reduce the frequency of its performance. Often a repair or service job must be repeated frequently because of another condition needing correction. This is particularly true in maintenance and material handling. To reduce the frequency of a repetitive job, eliminate the condition or practice resulting in excessive repairs or service. If the condition cannot be eliminated, attempt to minimize the effects of the condition. Reducing the number of times, a job is performed contributes to safer operations only because the frequency of exposure to the hazard is reduced. It is, of course, preferable to eliminate hazards and prevent exposure by changing physical conditions or revising the job procedure or both. In developing solutions, general precautions such as "be alert," "use caution," or "be careful" are useless. Solutions shall precisely state what to do and how to do it. For example, "make certain the wrench does not slip or cause loss of balance" does not tell how to prevent

the wrench from slipping. A good recommendation explains both “what” and “how”. For example, “set wrench jaws securely on the bolt. Test its grip by exerting slight pressure on handle. Brace yourself against something immovable, or take a solid stance with feet wide apart, before exerting slow steady pressure.” This recommendation reduces the possibility of a loss of balance if the wrench slips. If a job or process is changed dramatically, it shall be discussed with all personnel involved to determine the possible consequences of the changes. Such discussions check the accuracy of the job analysis and involve personnel in the effort to reduce the hazard.

E. Step 5: Conduct Follow-Up Analysis. No less than once per month, each supervisor shall observe employees as they perform at least one job for which a job safety analysis has been developed. The purpose of these observations is to determine whether the employees are doing the jobs in accordance with the safety procedures developed. The supervisor shall review the job safety analysis before doing the follow-up review to reinforce the proper procedures to be followed.

IV. Training

All employees shall receive training within 90 days of employment and complete annual training.

V. Recordkeeping

Environmental Safety shall verify each affected employee has received and understood the required training through a written certification containing the name of each employee trained, the date(s) of training and the subject of certification.